



Building Skills, Advancing Careers

**RSAEC Executive Board Meeting –California Adult Education Program (CAEP)**

**DATE: February 25, 2020**

**TIME: 9:00am – 11:00am**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867**

**(714) 628-5999**

**AGENDA**

Item	Discussion	Action
<b>Introductions</b>		
<b>Approval of agenda</b>		
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>• Minutes: December 17, 2019</li> </ul>		
<b>CAEP Strategy Workgroup Report on Annual Goals</b> <ul style="list-style-type: none"> <li>• Guest speaker: Sue Garnett</li> <li>• Integrated Education Update</li> </ul>		
<b>Interact Marketing Update</b> <ul style="list-style-type: none"> <li>• Interact Update</li> <li>• Current Metrics</li> <li>• YouTube Video Narrative Drafts</li> </ul>		
<b>Discussion and Review:</b> <ul style="list-style-type: none"> <li>• Governance Documents</li> <li>• Organizational Chart</li> </ul>		
<b>Upcoming Deliverables:</b> <ul style="list-style-type: none"> <li>• <b>March 1:</b> Q2 Member Expense Report due in Nova</li> <li>• <b>March 31:</b> Q2 Member Expense Report certified by Consortia in NOVA</li> <li>• <b>March 31:</b> 17-18 Member Closeout due</li> </ul>		

<ul style="list-style-type: none"> <li>• <b>March 31:</b> End of Q3</li> </ul>		
<p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Voting Members: Must be board approved for the new fiscal year starting July 1, 2020 <ul style="list-style-type: none"> <li>• Please forward board approvals via email</li> </ul> </li> </ul>	<p>Copy of Board approvals needed for 2020:</p> <ul style="list-style-type: none"> <li>• OUSD -</li> <li>• RSCCD -</li> <li>• GGUSD -</li> <li>• SAUSD -</li> <li>• OCDE -</li> </ul>	
<p><b>Combined Strategy Workgroup (CSW)</b></p> <ul style="list-style-type: none"> <li>• Next meeting is Tuesday, March 10<sup>th</sup></li> <li>• Meetings will be 2<sup>nd</sup> Tuesday of the month unless there is a holiday conflict</li> </ul>		
<p><b>Upcoming Events:</b> [Please note: All events require pre-registration.]</p> <ul style="list-style-type: none"> <li>• March 6: CAEP Fiscal Update <a href="https://register.caladulthood.org/index.cfm?fuseaction=eventList">https://register.caladulthood.org/index.cfm?fuseaction=eventList</a></li> </ul>		
<p><b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 11:00am</b></p> <ul style="list-style-type: none"> <li>• <b>2020:</b> Tuesday, March 24; Tuesday, April 28; Tuesday, May 26; Tuesday, June 23</li> </ul>		